

COMMUNITIES IN SCHOOLS OF KALAMAZOO

POSITION DESCRIPTION

Position Title: After-School Coordinator

Reports to: Director of Elementary or Secondary Sites

Supervisory Position: After-School Program Staff, Volunteers, AmeriCorps Vista Members, Interns; Functional Guidance and Training for Partners at Site
36 hours/week for 43 weeks

POSITION SUMMARY

The After School Coordinator (ASC) is responsible for implementing the 21st CCLC After School Program and assures that the program is delivered in accordance with the expectations and requirements of the grant, child care licensing, school district policies and procedures and agreements with the Michigan Department of Education. The position oversees and manages program strategies designed to improve student success in school as measured by proficiency in academics, behavior and school day attendance. The position manages and supervises youth development workers, enrichment and ancillary community resource providers, AmeriCorps VISTA members, interns and volunteers to achieve the program's purpose and individual student goals and objectives. The position is responsible for assuring the integration of school day learning objectives and strategies within the after school program.

The ASC is among the primary representatives of Communities In Schools of Kalamazoo within their building and is responsible for assuring effective relationships with all building stakeholders---principal, teachers, support staff, parents, etc. he ASC collaborates with other CIS staff , the Site Coordinator, Site Team, and school staff to ensure After School Program students receive appropriate Level I (school-wide) and Level II (individual student) services. The ASC provides case management for the students in the After-School Program and fulfills all requirements associated with that role...

WORKING CONDITIONS

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 15 pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings locally and throughout the State, other events, and for the occasional transport of providers, students and/or families. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to observe and hear students, staff and providers across a wide range of settings and interpret those observations for the purpose of evaluation, monitoring and service modifications. Must be able to work occasional evenings, weekends and/or early mornings in order to cover work responsibilities. Must be available for occasional travel to national level meetings.

DUTIES AND RESPONSIBILITIES

- Demonstrates a well-developed understanding of child and adolescent development and the whole child needs at various developmental stages, including how those needs---cognitive, social-emotional and physical---can most effectively be met within the context of an after school program.
- Demonstrates a thorough understanding of the CIS Integrated Student Services model and ensures that implementation of the model for after school participants is done with fidelity to the model..
- Demonstrates a thorough understanding and implementation of the 21st CCLC program requirements, including the Youth Program Quality Standards.
- Ensures effective student needs assessment including the input from multiple sources as well as direct observation, interviews and use of other tools to develop a comprehensive understanding of how to best meet student needs.

- Works effectively with other CIS resources within the building to assure coordination, communication and student-centered service delivery strategies that reflect the 21st Century grant requirements, the CIS ISS model and the site operations plan.
- Ensures the completion and submission of all data and evaluation requirements in a timely fashion.
- Completes all reporting requirements assigned and submits according to deadlines provided.
- Establishes and maintains productive and effective working relationships with all members of the CIS partnership, including school personnel, health care, mental health, higher education resources, service organizations, faith organizations, business, volunteers, parents, and other resources. Assures that all members develop and maintain a positive understanding of CIS and 21st CCLC and how they can be contributing members of the collaboration.
- Fulfills all expectations and tasks to actively promote awareness of CIS within the building and build a strong understanding of the value of CIS in meeting student needs among all school staff. Assures that teachers, other school personnel, parents, and students know what community services/resources are available through the After-School program and how they can be effectively accessed and utilized to address student needs...
- Actively seeks to identify targeted students, as defined in the 21st CCLC grant, for Level II after-school program services. Uses data provided to recruit students for timely enrollment in the after school program and other resources, including reaching out to parents, obtaining parent authorizations, etc. Provides information and referrals on resources within the community when a resource is not available at school.
- Assures development and use of effective sign in and service tracking procedures for volunteers and community service providers.
- Develops and sustains effective systems for the use of volunteers to meet assessed student needs including assuring that volunteers are efficiently and effectively matched with students and engaged in meaningful activities which support student needs, and implements measures to adequately support, nurture and retain volunteers.
- Participates in ongoing monitoring and adjusting of after-school program services including participation in on-going monitoring strategies with Director of Elementary/Secondary Sites, Coordinator of Extended Learning Initiatives, enrichment/ancillary service providers, teachers and the Principal.
- Provides day-to-day direction and guidance to volunteers, student interns, and providers working in the after-school program. Orients and coordinates scheduling of providers and volunteers within the after-school program; ensures that all providers and volunteers understand the policies and procedures of the site. Regularly reports progress and problems concerning unmet needs, utilization of community resources, and providers with the designated CIS Director...
- Provides supervision, day-to-day direction, and guidance to providers and student interns so that student instruction is maximized and parent engagement is reinforced. Completes and submits formal written intern evaluations at required intervals.
- Provides effective coaching and day-to-day supervision of CIS after-school program staff in order to implement quality program. Meets with staff on a regular basis to provide direction, support and guidance including the development, monitoring and final review of a performance plan. Identifies professional development needs of after-school program staff. Works with Director Elementary/Secondary Sites and Extended Learning Coordinator to develop and implement effective professional development strategies to improve program quality and student outcomes.
- Maintains a system to obtain, secure and utilize the necessary supplies and equipment to deliver an effective after school program. Oversees purchasing and coordinates inventory of all equipment and supplies at after-school site. Conducts inventory annually and provides the appropriate documentation and coordination. Complies with all expectations for the effective use of school facilities in accordance with school district policies and procedures and child care licensing. Oversees

the scheduling and use of CIS after-school program designated space at the school. Follows building procedures for security, maintenance, and shutting down building at end of each day.

- Complies with all requirements for providing a safe and secure environment for students, including notification of appropriate individuals in cases of student or building emergencies or unusual incidents, including all documentation and reporting measures.
- Exhibits a commitment to the values expressed in CIS mission and vision, and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude.
- Assures appropriate feedback to school personnel on student services within the boundaries of confidentiality and student/family privacy.
- Maintains the confidentiality of all CIS and site-related information and exhibits professional and ethical judgment in managing delicate or confidential situations. This applies to written and verbal information, and all means of conveying information including face-to-face, mail, electronic mail, faxes, telephone or any other means of communication.
- Demonstrates in words, thoughts and deeds an active commitment to honoring, valuing and promoting diversity in all aspects of the work.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum of a Bachelor's degree or equivalent in child development, human services, public administration, education or related area plus a minimum of two years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience highly desirable.
- Must possess the necessary education, experience, or acceptable combination of the two to meet the School-age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302) or the capacity and willingness to meet this qualification within one year.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Interested and Qualified Candidates should send a letter of introduction and a current resume, before July 20, 2015 to: dkievit@ciskalamazoo.org